



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Elementary School Daily Attendance Training

Description Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

Targeted Audience Elementary School

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Period Attendance Training

Description Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Education Campus Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Middle/High School Point-of-Contact Period Attendance Training

Description High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience High/Middle School Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

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DC STARS Training Calendar

Education Campus Point-of-Contact Mark Entry Training

Description Education Campus personnel (PS-8) responsible for training/assisting teachers with mark entry, are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Middle School Point-of-Contact Mark Entry Training

Description Middle School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

High School Point-of-Contact Mark Entry Training

Description High School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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DC STARS Training Calendar
September 2009

Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days		9/1	9/2	9/3	9/4
825 5th floor		ES Daily Attendance AM	STARS Overview AM		EC POC Period Attendance AM
		EC POC Period Attendance PM	Student Info Manager PM	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	9/7	9/8	9/9	9/10	9/11
825 5th floor	Holiday		ES Daily Attendance AM	MS/SHS POC Period Attendance AM	STARS Overview AM
		<i>Open Workshop Call 724-2252 for Reservations</i>	MS/SHS POC Period Attendance PM		Student Info Manager PM
All Days	9/14	9/15	9/16	9/17	9/18
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	STARS Overview AM	EC POC Mark Entry AM	MS POC Mark Entry AM
			Student Info Manager PM	<i>Open Workshop Call 724-2252 for Reservations</i>	
All Days	9/21	9/22	9/23	9/24	9/25
825 5th floor	SHS POC Mark Entry AM		<i>Open Workshop Call 724-2252 for Reservations</i>		<i>Open Workshop Call 724-2252 for Reservations</i>
	<i>Open Workshop Call 724-2252 for Reservations</i>				
All Days	9/28	9/29	9/30		
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	STARS Overview AM	<i>Open Workshop Call 724-2252 for Reservations</i>		
		Student Info Manager PM			

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Version Date: 09/03/09

DC STARS Training Calendar October 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days				10/1	10/2
825 5th floor				Open Workshop Call 724-2252 for Reservations	
All Days	10/5	10/6	10/7	10/8	10/9
825 5th floor		Open Workshop Call 724-2252 for Reservations	ES Daily Attendance AM	STARS Overview AM	Open Workshop Call 724-2252 for Reservations
			Open Workshop Call 724-2252 for Reservations	Student Info Manager PM	
All Days	10/12	10/13	10/14	10/15	10/16
825 5th floor	Holiday	Open Workshop Call 724-2252 for Reservations		Open Workshop Call 724-2252 for Reservations	
			MS/SHS POC Period Attendance PM		
All Days	10/19	10/20	10/21	10/22	10/23
825 5th floor	Open Workshop Call 724-2252 for Reservations	EC POC Mark Entry AM	Open Workshop Call 724-2252 for Reservations	MS POC Mark Entry AM	Open Workshop Call 724-2252 for Reservations
All Days	10/26	10/27	10/28	10/29	10/30
825 5th floor	Open Workshop Call 724-2252 for Reservations	SHS POC Mark Entry AM			

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Version Date: 09/03/09



STARS
Student Tracking and Reporting System

Training Registration Form

Instructions:

1. Fill in the information requested below. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The latest class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax or email your completed registration form to the training coordinator.
Fax: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____
School Name: _____ School Code: _____
DCPS/DC.Gov Email: _____ HQ Domain User Id: _____
Agency (i.e. OSSE
Child Family Agency): _____ Phone Number: _____
Position (at School/
Agency): _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____
(If yes, an id will be given at the end of **DC STARS Overview** training.)

Class Requests:

Course Name	Date /Session	Location
<i>Example:</i> <i>DC STARS Overview</i>	<i>June 13 PM</i>	<i>825</i>

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